

SCHOOL BREAKFAST PROGRAM ON-SITE REVIEW CHECKLIST

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

School Name: _____ **Review Date:** _____

SFA Reviewer: _____

The following questions are recommended at a minimum to complete the on-site review requirement:

ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the method used for counting reimbursable meals in compliance with the approved <i>point of service</i> requirement? (Meal counts must be taken at the location where complete meals are served to children.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the <i>point of service</i> meal count used to determine the school's claim for reimbursement? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Is the school correctly implementing policies for handling the following (as applicable): |

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Second meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Visiting student meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adult and non-student meals (and identifying program vs. non-program)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A la carte? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student worker meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Field Trips? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Charged and/or prepaid meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offer vs. Serve? |

☐ ☐ 5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?

☐ ☐ 6. Is someone trained as a backup for the monitor and the meal counter?

YES NO

☐ ☐ 7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and do staff know when and how to implement it?

☐ ☐ 8. Are daily counts correctly totaled and recorded?

☐ ☐ 9. If claims are aggregated, are the meal counts correctly totaled and consolidated?

☐ ☐ 10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.

Number of Students Approved by Category Today's Meal Counts by Category

Free:

Reduced price:

Paid:

Free:

Reduced price:

Paid:

☐ ☐ 11. Does the system prevent overt identification of children receiving free or reduced price meals?

**NOTE: THE FOLLOWING TWO QUESTIONS ARE FOR ALL SFAs
EXCEPT FOR SFAs ON PROVISION 2 OR 3 IN NON-BASE YEARS
OR RCCIs WITH ONLY RESIDENTIAL CHILDREN:**

☐ ☐ 12. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals **by category** (free, reduced price, paid)?

☐ ☐ 13. If applicable according to 7 CFR 220.11(d), are edit checks completed and documented which compare the daily counts of free, reduced price and paid breakfast counts against data which will assist in the identification of breakfast counts in excess of the number of free, reduced price and paid breakfasts served each day to children eligible for such breakfasts completed?

SBP CORRECTIVE ACTION PLAN (for above “NO” answers):

SPECIFY DATE CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

BY WHOM: _____

ASSESSMENT OF THE READILY OBSERVABLE GENERAL AREAS

YES NO

- ☐ ☐ 1. Were any issues readily observed in relation to resource management?
Yes No
- ☐ ☐ Maintenance of the Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19(a), 210.21)
 - ☐ ☐ Paid Lunch Equity? (7 CFR 210.14(e))
 - ☐ ☐ Revenue from Nonprogram Foods? (7 CFR 210.14(f))
 - ☐ ☐ Indirect Costs? (2 CFR Part 200 and 7 CFR 210.14(g))
- ☐ ☐ 2. Were any issues readily observed in other general areas?
Yes No
- ☐ ☐ Free and Reduced Price Process – including verification, notification, and other procedures (7 CFR Part 245)
 - ☐ ☐ Civil Rights (7 CFR 210.23(b))
 - ☐ ☐ Reporting and Recordkeeping (7 CFR Parts 210, 220, and 245)
 - ☐ ☐ Food Safety (7 CFR 210.13)
 - ☐ ☐ Competitive Food Service (7 CFR 210.11 and 220.12)
 - ☐ ☐ Water (7 CFR 210.10(a)(1)(i) and 220.8(a)(1))
 - ☐ ☐ Professional Standards (7 CFR 210.30)
 - ☐ ☐ SBP and SFSP Outreach (7 CFR 210.12(d))
 - ☐ ☐ Local School Wellness Policies (7 CFR 210.30)
 - ☐ ☐ Other

SBP CORRECTIVE ACTION PLAN (for any “YES” answers above):

SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

BY WHOM: _____

SIGNATURE: _____
School Representative Title Date

_____	_____	_____
SFA Reviewer	Title	Date

SBP FOLLOW-UP VISIT (must be conducted within 45 days if corrective action was required):

Date(s) of Follow-Up: _____

Observations of corrective action implementation:

SIGNATURE:

_____	_____	_____
School Representative	Title	Date
_____	_____	_____
SFA Reviewer	Title	Date